

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 28, 2001

Regulation Package 0600-14

CDSS MANUAL LETTER NO. CCL-01-12

TO: HOLDERS OF THE COMMUNITY CARE LICENSING MANUAL, TITLE 22, DIVISION 6,
CHAPTER 9, ADOPTION AGENCIES

Regulation Package #0600-14**Effective 6/29/01****Sections 89019 and 89043**

Assembly Bill (AB) 396, Chapter 709, Statutes of 1992 enacted a new fee structure for community care facilities. It replaced renewal fees with annual fees. As a result, licenses issued by the Department no longer have an expiration date, they are perpetual. Renewal licenses are no longer necessary and are not issued. These proposed amendments repeal distinctions made between "initial" and "renewal" licenses; references to terms of licensure, to renewal applications, renewal fees, and renewal licenses; and replace references to "renewal" with "annual" when appropriate. Specifically, the regulations make nonsubstantive revisions to current regulations by amendment, repeal, or by making other minor revisions relating to the renewal process, and by replacing the term "renewal" with "annual" as appropriate. Various sections have also been renumbered for consistency.

Since these regulations were nonsubstantive they did not require a public hearing.

FILING INSTRUCTIONS

Revisions to all manuals are shown in graphic screen. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing Community Care Licensing changes was Manual Letter No. CCL-01-11. The latest prior manual letter containing Adoption Agencies changes was Manual Letter No. CCL-00-08.

Page(s)1 and 2
7 thru 9**Replace(s)**Pages 1 and 2
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Attachment

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89019 APPLICATION FOR LICENSURE
(Continued)**89019**

- (d) Every new application for an adoption agency shall be accompanied by:
- (1) A written plan of operation, covering the following:
 - (A) Statement of program goals and description of services.
 - (B) Administrative organization--narrative and chart of total agency.
 - (C) Personnel--number, classification, qualifications and duties.
 - (D) Physical facilities and office arrangement--diagrams.
 - (E) Budget and financing, by item.
 - (F) Forms and clerical system--samples.
 - (2) Statement of facts on which need for service was determined and plans for coordination with other community welfare services.
 - (3) If a private agency, a copy of its constitution and bylaws and, if it is incorporated, a list of membership of the governing board and any advisory committee showing lengths of term and interest or qualifications on which selection was based and indicating which persons serve as officers and in which position, a copy of the Articles of Incorporation and bylaws, a copy of the proposed budget and plan for financing the agency.
 - (4) For a private adoption agency, a statement as to how the agency will provide for:
 - (A) Assistance with maternity care for mothers not eligible for Medi-Cal benefits or other means for paying for medical care.
 - (B) Services and assistance to mothers not eligible for public services and funds.
 - (C) Coordination and utilization of public social services as required by policy and procedures of Department.

89019 APPLICATION FOR LICENSURE
(Continued)**89019**

- (e) Denial of License. An applicant may contest the denial of a license by filing a written petition with the Department as provided in Section 1526 of the Health and Safety Code. The proceedings to review such denial shall be conducted pursuant to the provision of Chapter 5 (commencing with Section 11500), Part 1, Division 3, Title 2 of the Government Code.
- (f) Amended License. Proposed major changes in program or organization shall be submitted to the Department for review and possible issuance of an amended license.

(g) Repealed by Manual Letter No. CCL-01-12, effective 6/29/01

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1506, 1508, 1530 and 1531, Health and Safety Code.

89034 CRIMINAL RECORD CLEARANCE**89034**

- (a) Personnel of private adoption agencies shall submit fingerprints as required in Section 80019 of Chapter 1 of these regulations.
- (b) The regulations in Section 80019 of Chapter 1 of these regulations shall apply to personnel of private adoption agencies.
- (c) Personnel of public adoption agencies, members of the County Board of Supervisors and administrators of private adoption agencies shall be exempt from the provisions of Section 80019.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1506, 1508, 1522, 1530 and 1531, Health and Safety Code.

89037 APPLICATION REVIEW**89037**

No license shall be issued to an adoption agency unless and until the Department or licensing agency has reviewed and evaluated the plan of operation to determine if there is compliance with the statutes and regulations and other standards of the Department.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1505, 1506, 1520, 1530 and 1531, Health and Safety Code.

89040 TERMS OF LICENSE**89040**

- (a) Adoption services which a licensee may render shall be limited to those specified on the license.
- (b) If the Department delegates responsibility to a public agency for an independent adoption program, it shall be so indicated on the license.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1505, 1506, 1520, 1530 and 1531, Health and Safety Code.

89043 TERMINATION**89043**

- (a) The license of an adoption agency may be terminated by the Department if the agency fails to meet the standards and regulations contained in this Chapter, or at the agency's request. Closing of an adoption agency shall be in conformity with established law and Department regulations.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1506, 1524, 1530 and 1531, Health and Safety Code.

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